



EDUNINE

IEEE World Engineering Education Conference

In-Person Session Chair Instructions

Each session has a **session chair**.

- 1) The **session chair** (you) will open the session **15 minutes in advance**. Please ask all presenters to download their presentation to the session chair's computer in the room during this time and before the session begins, not during the session. This will allow you to start each presentation on time and in the order of the presentations on the program. Please remember that this is a hybrid session and the session will be broadcast for all virtual attendees. The special equipment for the broadcast and zoom session is connected to the session chair's computer in the room. **Ask the presenters that no personal computers are allowed for this reason.**
 - a) You manage the presenters. If any of the presenters are absent or have technical problems, change the order of the presentations.
 - b) You introduce each presenter and the title of the presentation. The presenter will have **15 minutes for the presentation and 5 minutes** for questions. Please help the presenter to control the time.
 - c) Participants cannot ask questions during the presentation. Questions will be asked at the end of the presentation or at the end of the session if the session ended earlier.
- 2) Continue in the same manner with each speaker.
- 3) Remember to invite participants to coffee break or "Bogota Lunch Time" at the end of the session.
- 4) Before leaving the session, inform staff of a presenter's absence.
- 5) At the end of the session, you and the other registered authors and participants are invited to the coffee break to meet friends and colleagues, or you can relax during "Lunch Time" or participate in an interesting online activity to which we will specially invite you. Links to all *virtual social sessions* are included in the distributed pdf document and these sessions are open to all registered and non-registered participants. We will keep you informed of updates via email.